



PUBLIC WORKS COMMITTEE

January 8, 2026 @ 6:00 PM

AGENDA

Notice is hereby given that the **Public Works Committee** of the City of Brentwood, Missouri, will hold an **Open Meeting** in the Council Chambers at City Hall located at 2348 S. Brentwood Blvd., Brentwood, MO 63144. Virtual Access is also available via Zoom

Instructions to Participate Virtually

Zoom Webinar: <https://us02web.zoom.us/j/82587835788>

Dial: 301-715-8592 /// Webinar ID: 825 8783 5788

YouTube Channel: [Brentwoodmo Govtv](#)- Watch a live video broadcast

Instructions for Public Comments

You may email comments no later than 24 hours before the start of the meeting. Submit public comments to CityClerkOffice@brentwoodmo.org. Public comments, provided they comply with the City's guidelines, will be read during the meeting, made a part of the official record of the meeting, and made accessible to the public online following the meeting.

The City of Brentwood will provide reasonable accommodations for people with disabilities to enable their attendance at city meetings. Please contact the city administrator's office at 314-962-4800 extension 8608, use relay Missouri 1-800-735-2966 TDD or contact us by email at CityClerkOffice@brentwoodmo.org at least 48 hours prior to the meeting to make your accommodation request.

Posted this 6th day of January, 2026 at 4:00 PM

By: Octavia Pittman, City Clerk

1. CALL TO ORDER & ROLL CALL

A. Call to Order & Roll Call

2. AGENDA APPROVAL

- A. Agenda Approval

3. CITIZEN COMMENTS

4. REPORT OF COMMITTEE CHAIR AND ALDERMEN

- A. Chairman Steve Lochmoeller - Ward 3

SYNOPSIS:

Lustron Homes - Alderman Lochmoeller asked that this item be placed on the agenda.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

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- B. Alderwoman Nancy Parker Tice - Ward 1
- C. Alderwoman Michele Goad - Ward 2
- D. Alderman Sullivan Erger - Ward 4

5. PRESENTATION

- A. Deer Creek Greenway Extension

SYNOPSIS:

Representatives from Great Rivers Greenway (GRG) will be in attendance to provide an overview of the Deer Creek Greenway planning initiative and process

SUBJECT:

Deer Creek Greenway Extension

PRESENTERS:

Marla Guggenheimer McDonnell, Civic Engagement Manager

BACKGROUND:

Staff from GRG will provide an overview of planning process for the Deer Creek Greenway extension.

RECOMMENDATION:

This is an informational presentation.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

- [Deer Creek Greenway Extension Presentation.pdf](#) 

6. DEPARTMENT/COMMISSION REPORT

A. Parks and Recreation Department

SYNOPSIS:

Updates are provided for various Parks & Recreation items.

INITIATING DEPARTMENT:

Parks and Recreation

SUBJECT:

Monthly department reports.

PRESENTER:

Eric Gruenenfelder, Director, Parks and Recreation

BACKGROUND:

Parks & Recreation Department Report will provide an update on the following:

1. The Heights Membership Rate Increase
2. Public Works / Parks Maintenance Garage Design

FINANCE/OPERATIONS:

Not applicable.

RECOMMENDATION:

These updates are for informational purpose.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

- [Department Report - January.docx](#) 

B. Sustainability Commission

SYNOPSIS:

Updates are provided for various items from the Sustainability Commission

INITIATING DEPARTMENT:

Parks and Recreation

SUBJECT:

Monthly department reports.

PRESENTER:

Eric Gruenenfelder, Director, Parks and Recreation

BACKGROUND:

Parks & Recreation Department Report will provide an update on the following:

1. Green Business Challenge

FINANCE/OPERATIONS:

Not applicable.

RECOMMENDATION:

These updates are for informational purpose.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

- [Sustainability Commission Report - January.docx](#) 
- [Green Business Challenge - Brentwood Page.pdf](#) 

C. Planning and Development Department

SYNOPSIS:

Monthly department reports.

INITIATING DEPARTMENT:

Planning and Development

SUBJECT:

Monthly department reports.

PRESENTER:

Whitney Kelly, AICP, Planning and Development Director

BACKGROUND:

Refer to attached memo.

FINANCE/OPERATIONS:

Not applicable.

RECOMMENDATION:

These updates are for informational purpose.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[Monthly PWC Report -1.8.2026.docx](#) 

D. Public Works Department Updates

SYNOPSIS:

Staff provided informational updates on various projects.

INITIATING DEPARTMENT:

Public Works

SUBJECT:

Monthly department reports.

PRESENTER:

Dan Gummersheimer, PE Public Works Director

BACKGROUND:

1. McKnight Road- Tapco has been contacted to provide an update on the delivery schedule for the required equipment. Once delivery is confirmed, staff will rent a lift and assist with installation activities.
2. 288 Hanley Industrial Court- The fire suppression system work should be completed by around January 7, 2026. The additional roof work on the office and loading dock area should occur soon.
3. 2832 & 2828 Manderly Drive- The access agreements were presented to the Board of Aldermen. Staff is waiting for the contractor to provide a start date and retaining wall details such as the block color and texture.
4. Manchester Road- The electrician is scheduled to return in early January 2026 to replace the obsolete streetlight control cabinet located on the north side of Manchester Road, just east of Dorothy Avenue. Replacement of this cabinet is necessary to restore streetlight operations on the north side of Manchester Road. In addition, a replacement streetlight adjacent to the self-storage building is still required. There are also four streetlights on the north side of Manchester Road near the former Circle K gas station that require new wiring. Parks' staff is working on streetlight restoration for lighting adjacent to the tunnel trail under Manchester Road. Staff's goal is to complete all related work in January 2026.

5. Public Works Mutual Aid Agreement- The intergovernmental agreement between the City of Chesterfield and other municipalities was presented at the Board of Aldermen meeting on January 5, 2026. The executed agreement will be sent to the City of Chesterfield prior to the February 6, 2026 deadline.
6. Litzsinger Road Bridge- The replacement decorative fence panels for the south side of the bridge were ordered in December 2025. Staff will request an estimated start date from the fence contractor.
7. Sidewalk Cutting- Staff from Precision Concrete Cutting started concrete cutting on public sidewalks on January 5, 2026. The crew commenced at North Swan Circle at Swallow Drive. The crew will complete this work area, then work on Wrenwood Lane and other areas. The goal is to finish this work in January 2026.
8. Hampton Creek Sanitary Relief MSD Project- MSD provided drawings for staff's comments. The project consists of new junction chambers and multiple 48-inch sewer pipes crossing Black Creek north of Manchester Road west of Hanley Road. Additionally, this project will remove the former railroad piers that were abandoned in Black Creek. The project will be out for bids around February 1, 2026 and take about two years to complete construction.

FINANCE/OPERATIONS:

Not applicable.

RECOMMENDATION:

These updates are for informational purpose.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[PWC 2026.01.08 PW Updates.pdf](#) 

[12334 - Hampton Creek Phase1 20251118.pdf](#) 

These updates are for informational purposes.

E. Communications Updates

REMOVAL OF CITY TREES

SYNOPSIS:

An update is provided regarding City regulations related to trees in Brentwood, with an emphasis on tree removal and the distinction

between City-owned and privately owned trees.

INITIATING DEPARTMENT:

Communications

SUBJECT:

Monthly department reports.

PRESENTER:

Michelle Boyer, Communications Manager

BACKGROUND:

The City of Brentwood regulates the maintenance and removal of trees to preserve the urban forest, protect public infrastructure, and ensure safety. It is important that residents and contractors understand the rules and regulations that apply to trees within the City, particularly when considering tree removal.

A key distinction exists between City-owned trees and privately owned trees. City-owned trees are typically located within the public right-of-way, including along streets and sidewalks, and are maintained by the City. Removal, trimming, or alteration of City-owned trees requires City authorization and may not be performed by private individuals or contractors without approval.

Privately owned trees, located on private property, remain the responsibility of the property owner; however, their removal and maintenance are still subject to applicable City ordinances and regulations.

To assist residents and contractors in identifying trees and understanding ownership, the City provides a robust online Tree Inventory tool on the City's website. This interactive tool allows users to view mapped trees, identify whether a tree is City-owned, and access additional information that can help ensure compliance with City regulations prior to any work being performed.

The Tree Inventory tool is available at:

<https://brentwoodmo.org/1567/Tree-Inventory>

FINANCE/OPERATIONS:

Not applicable.

RECOMMENDATION:

These updates are for informational purposes.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

- None

SANITATION SCHEDULE CHANGE COMMUNICATIONS PRACTICES

SYNOPSIS:

An update is provided regarding efforts to improve communication related to sanitation schedule changes.

INITIATING DEPARTMENT:

Public Works / Communications

SUBJECT:

Monthly department reports.

PRESENTER:

Michelle Boyer, Communications Manager

BACKGROUND:

City staff has received feedback from residents expressing concern that recent changes to the sanitation pickup schedule were not communicated as effectively as expected. In response, the Public Works Department and the Communications Department have reviewed this feedback and are evaluating opportunities to improve the timing, clarity, and reach of future communications related to sanitation schedule changes.

While longer-term best practices are being developed, staff is implementing several immediate improvements to address resident concerns and strengthen communication efforts.

Communications regarding sanitation schedule changes will begin further in advance to allow residents adequate time to plan. For example, information regarding any changes associated with the

upcoming Martin Luther King Jr. Day holiday will begin next week.

In addition to continuing the use of social media and the weekly e-newsletter, staff is reviewing the type of messaging currently utilized and identifying opportunities to enhance it. This includes the use of improved graphics, short videos, and refined messaging to increase clarity and visibility.

Sanitation schedule change notifications will also begin being distributed through CodeRED to broaden outreach. Staff will actively promote CodeRED registration through the e-newsletter, social media, and the City website. While CodeRED has traditionally been used for emergency notifications, it is also an effective tool for general updates and will be utilized more consistently moving forward.

The Public Works Director and the Communications Manager will collaborate to establish formal best practices for public notification related to sanitation and other schedule changes. Once finalized, these best practices will be presented to the Communications Committee for informational purposes.

FINANCE/OPERATIONS:

None

RECOMMENDATION:

These updates are for informational purposes.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

None

These updates are for informational purposes and committee direction.

7. CONSENT AGENDA

- A. Meeting Minutes - [December 11, 2025](#) 
Motion to approve the Consent Agenda

8. OLD BUSINESS

A. Temporary Parking Lots

SYNOPSIS:

Staff was requested to investigate possible drainage improvements and dust control measures for the lot located on the north side of Manchester Road at 8615 Manchester Road.

INITIATING DEPARTMENT:

Public Works

SUBJECT:

Investigation of possible drainage improvements and dust control measures for the lot located on the north side of Manchester Road at 8615 Manchester Road.

PRESENTER:

Dan Gummersheimer, PE Public Works Director

BACKGROUND:

Refer to attached memo.

FINANCE/OPERATIONS:

Not applicable.

RECOMMENDATION:

These updates are for informational purpose and further direction by the committee.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[PWC Memo 2026.01.08-North Temporary Parking Lot Improvements.docx](#) 

[Survey Data for north side Rte 100 parking lot 12.23.2025 PWC.pdf](#) 

[North parking lot ditch concept.pdf](#) 

Staff recommends modifying the north-side parking lot at 8615 Manchester Road to install a drainage ditch between the existing stormwater inlets on the east side of the lot and utilizing dust control products to mitigate airborne dust particles.

9. NEW BUSINESS

A. Traffic and Transportation Engineering Services- Request for Qualifications

SYNOPSIS:

The Public Works Department issued a Request for Qualifications (RFQ) for traffic and transportation engineering professional services. City staff evaluated the submittals and prepared the following analysis and recommendation for discussion with the Public Works Committee.

INITIATING DEPARTMENT:

Public Works

SUBJECT:

RFQ for Traffic and Transportation Engineering Professional Services

PRESENTER:

Dan Gummersheimer, PE Public Works Director

BACKGROUND: The City of Brentwood has historically utilized a limited group of consultants to provide professional services related to traffic impact studies (TIS) for site developments and to perform design and engineering services for sidewalks, trails, roads, and pedestrian improvements. To broaden the pool of qualified consultants and evaluate current capabilities, staff issued an RFQ with a submission deadline of December 15, 2025.

A total of four (4) firms submitted qualifications. RFQ requires each firm to provide at least three example projects completed within the past five (5) years related to the scope of services requested.

The scope of work included, but was not limited to, the following categories:

- Preparation of traffic impact studies based on site development plans.
- Review of site development plans and provision of recommendations related to site circulation, site access, pedestrian access, safety, and surrounding traffic impacts.
- Design and engineering services for sidewalks, trails, roads, bicycle facilities, pedestrian improvements, and related infrastructure.

Staff evaluated the RFQ submittals using four (4) criteria:

1. General Company Qualifications
2. Related Project Experience
3. Proposed Team
4. Firm's Proximity to the City of Brentwood

EVALUATION RESULTS

Categories	TWM	CBB	HR Green	Horner & Shifrin
General Company Qualifications	54	70	63	56
Related Project Experience	74	89	84	81
Proposed Team	68	77	72	65
Location/Proximity	25	23	21	23
Total Scores	221	259	240	225

Based on the evaluation, CBB received the highest overall score, followed by HR Green. Horner & Shifrin and TWM ranked third and fourth, respectively, with only a small separation between those two firms.

FIRM EXPERIENCE SUMMARY

- **CBB**
CBB demonstrated the strongest experience in the preparation of traffic impact studies. The firm has completed numerous TIS for the City of Brentwood and other municipalities and has performed more than 80 task orders for the City over the past 18 years. CBB provides TIS for many municipalities which it listed in the submittal.
- **HR Green**
HR Green has completed traffic impact studies for Wildwood, O'Fallon (Missouri), and the City of St. Louis, primarily related to town center developments and roadway improvement projects.
- **Horner & Shifrin**
Horner & Shifrin provided fewer examples of traffic impact studies but demonstrated significant experience in roadway

design and improvement projects. Notable projects include improvements along Litzsinger Road east of McKnight Road and Rosalie Avenue between Brentwood Boulevard and Dorothy Avenue. The firm has also assisted the City with grant application submittals.

- TWM

Similar to Horner & Shifrin, TWM provided fewer examples of traffic impact studies but has completed several roadway and trail improvement projects, including the Manchester Road corridor, Russell Avenue (from Bremerton Road to Brentwood Boulevard), and the trail between Bridgeport Avenue and White Avenue east of Brentwood Boulevard. TWM has also assisted the City with grant applications.

FINANCE / OPERATIONS:

The RFQ requested a base contract term of three (3) years with the option for two (2) one-year extensions. Specific services would be authorized through individual task orders under the approved on-call consulting agreements.

RECOMMENDATION:

Based on the evaluation results, staff recommends consideration of the following two options:

1. Select CBB to provide all traffic impact study services on an as-needed basis through task orders.
2. Select HR Green, Horner & Shifrin, and TWM for transportation engineering and infrastructure design services. Under this recommendation, one on-call agreement would cover traffic impact study services with CBB, and a separate on-call agreement would cover transportation-related projects using HR Green, Horner & Shifrin, and TWM.

Staff seeks direction from the Public Works Committee regarding the preferred option.

LIST OF SUPPORTING DOCUMENTS ATTACHED:

[PWC_2026.01.08_Traffic & Transportation Engineering RFQ Memo.docx](#) 

[CBB.Brentwood SOQ 2025.pdf](#) 

[HRGreen_Brentwood,MO_Traffic-TransportationEngineering.pdf](#) 

[H&S_SOQ_Brentwood2025OnCallRoadTraffic.pdf](#) 

[TWM_Transportation and Traffic Engineering Professional Services.pdf](#) 

Staff provided two options to consider for selection of the preferred consultants.

10. CITIZEN COMMENTS

11. ADJOURN

This meeting will be livestreamed on YouTube and/or recorded. The recording will be made available on the City's YouTube channel. Please be aware that your presence may be recorded.